

**FAYETTE COUNTY  
2002 CLASS DESCRIPTION**

**CLASS TITLE: PUBLIC SERVICES LIBRARIAN  
CLASS CODE: 516  
HIPAA**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to assist customers with finding the correct and accurate information on all subjects using reference books, databases, World Wide Web, microform, or human resources. The class is responsible for providing customer service at the circulation desk in both adult and children departments. Examines book donations to add to collection; Assign work to Library Assistant; Supervises and monitor the work of the clerical and part-time staff. Work in educational Learning Lab and Distance Learning Lab. Attend meetings and workshops. Work is performed under the general supervision of the Director.

**ESSENTIAL TASKS**

**When assigned to Children Section:**

Provides references and information services; maintain collection development; Plans storytime and other events; Responsible for reports and record keeping; coordinates special programs (Lease Program, Interlibrary Loan) and other special events. Performs related work as required.

**When assigned to Reference Desk:**

Answer reference/research questions for customers; Order new books and maintain serials, videos, CD's, audit/video cassettes, and materials; Check out books, direct customers, reserve books, answer the telephone, and service customer information needs; Evaluate and weed current material; and Teach internet classes. Performs related work as required.

**INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:**

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

**PEOPLE INVOLVEMENT:**

Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.

**INVOLVEMENT WITH THINGS:**

Handles or uses machines, equipment that require moderate instruction and experience such as computers, software programs such as word processing, spreadsheets or custom applications, knowledge of fax machines; microfiche reader printer; security system, laptop, LCD projector, slide projector, overhead projector, and switchboards; may repair light equipment.

## **PUBLIC SERVICES LIBRARIAN**

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Performs skilled work involving rules/systems but solves problems almost constantly.

#### **MATHEMATICAL REQUIREMENTS:**

Perform addition and subtraction, multiplication and division. Knowledge of Dewey Decimal System.

#### **LANGUAGE REQUIREMENTS:**

Read journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.

#### **MENTAL REQUIREMENTS:**

Perform professional level work requiring the (application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems, coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

### **JUDGMENTS AND DECISIONS**

#### **JUDGMENTS AND DECISIONS:**

Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

#### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires Master's degree in Library Science, or closely related field.

#### **SPECIAL CERTIFICATIONS AND LICENSES:**

Librarian's Professional Graduate Certificate 5b from the State of Georgia. Must pass Dewey Decimal System Certification.

#### **EXPERIENCE REQUIREMENTS:**

Completion of Library degree from an accredited Library School.

## **PUBLIC SERVICES LIBRARIAN**

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

#### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

#### **ENVIRONMENTAL HAZARDS:**

The job risks exposure to bright/dim light, dusts and pollen, electrical shock and heights.

#### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing, speaking, color perception and sense of smell.

### **ADA COMPLIANCE**

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.